

**Table 14: Alternative Dispute Resolution Program Administration**

ADR Administrator and/or Staff—Is there an ADR administrator and staff?

ADR Brochure or Education—What educational efforts have been undertaken by the court?

Court-Maintained Roster of Neutrals—Does the court maintain a list of neutrals for ADR?

Qualifications and Training of Neutrals—What experience and/or training is required to be a neutral?

<b>District</b>	<b>ADR Administrator and/or Staff</b>	<b>ADR Brochure or Education</b>	<b>Court-Maintained Roster of Neutrals</b>	<b>Qualifications and Training of Neutrals</b>
M.D. Ala.	IA	IA	IA	IA
N.D. Ala.	The Advisory Group recommended that, when funds become available, a new position of “ADR Administrator” should be added in the clerk’s office. When such funds become available, the court will review the demands placed on the clerk’s office by additional functions related to ADR and, after evaluating other staffing needs in the clerk’s office at that time, determine whether to request the position of “ADR Administrator.”	IA	The court has established a Federal Court Panel of Neutrals from which the neutrals for cases referred by the court to the mediation track or the mediation/arbitration track will be selected. The panel is composed of persons who, based on their training or experience, are deemed by the judges of the court to possess the qualities necessary for performance as neutrals. Any person placed on the panel may be removed for cause at the discretion of the chief judge. There is no maximum limit to the number of people who may be included on the panel.	The court encourages panel members to pursue individual training and continues to explore possibilities for court-sponsored training.
S.D. Ala.	IA	IA	IA	IA
D. Alaska	IA	IA	IA	IA
D. Ariz.	The court anticipates creating a position for the development, implementation, and subsequent administration of DCM and ADR.	IA	IA  Loc. R. 2.11	IA

Table 14: Alternative Dispute Resolution Program Administration

District	ADR Administrator and/or Staff	ADR Brochure or Education	Court-Maintained Roster of Neutrals	Qualifications and Training of Neutrals
E.D. Ark.	IA	The court will publish a pamphlet informing parties of the available ADR options.	IA	IA
W.D. Ark.	CR	The court will prepare a pamphlet describing ADR in the state of Arkansas and in adjoining districts.	CR	CR
C.D. Cal.	IA	IA	IA	IA
E.D. Cal.	IA General Order 293 (11/12/92)	IA	IA General Order 293 (11/12/92)	IA
N.D. Cal.	The court hired a director and deputy director of ADR Programs. In 1992 the court hired an additional administrative staff member. These staff will answer questions, work closely with the Advisory Group, solicit views of all involved in the ADR process, and monitor and incorporate information from other courts and the private sector.	The court wants to design and conduct regular training sessions for court personnel and conduct educational programs and outreach to client groups and members of the private bar. ADR staff will prepare and publish reports and articles about the operation and effects of ADR. Parties will have to sign a written acknowledgment of having received the court's ADR booklet. Parties will also have to certify that they have discussed it with their lawyers.  General Order 35 (7/1/93)	IA	The court wants to develop and conduct enhanced training and retraining programs for ADR neutrals.
S.D. Cal.	IA	IA	The court will form a committee to seek competent volunteers to serve as arbitrators/mediators for up to 8 hours per year.	IA
D. Colo.	IA	IA	IA	IA
D. Conn.	IA	IA	IA Loc. R. 28 (1985)	IA
D. Del.	IA	IA	IA	IA
D.D.C.	IA	IA	The clerk of court will maintain a list of special masters. A list of mediators will be provided by the circuit executive's office.	IA
M.D. Fla.	IA	IA	IA	IA

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N.D. Fla.	The court rejected the Advisory Group's recommendation that ADR be coordinated by a district ADR administrator.	IA	IA	IA
S.D. Fla.	IA	IA	IA Loc. R. 16.2 (2/15/93)	IA
M.D. Ga.	IA	IA	IA Loc. R. 11.2 (6/93)	IA
N.D. Ga.	CR	IA	The court will maintain a list of private attorneys who meet eligibility requirements established by the court. The court will establish a list of persons qualified to serve as special masters.	Arbitrators must have completed a training program for arbitrators approved by this court.
S.D. Ga.	IA	ADR options must be presented to and signed by each party at the beginning of the case via the court's Litigant's Bill of Rights.  Loc. R. 8 (added 6/94); Renumbered Loc. R. 3.3	IA	IA
D. Guam	IA	IA	IA	IA
D. Haw.	IA	IA	IA	IA
D. Idaho	IA	A brochure will be created to apprise the federal bar and litigants of the availability and details of the optional ADR programs. Information about these programs will be published in The Advocate and the court will conduct continuing legal education programs on ADR.	The court has a list of authorized arbitrators.	Settlement-week neutrals will be attorneys who have received specialized training in the state settlement week program and who practice in or are familiar with federal court. Arbitrators will be federal practitioners with subject matter experience in contract and tort cases. Neutral evaluators will possess expertise and experience in the particular subject matter of a given case.
C.D. Ill.	The court rejected the Advisory Group's recommendation that it request an additional position in the Clerk's office to coordinate ADR.	IA	IA	IA

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N.D. Ill.	IA	The chief judge will establish a panel of attorneys and persons involved in ADR to develop a pamphlet listing the various methods available, including private ADR options.	IA	IA
S.D. Ill.	IA	The court requests that the Advisory Group prepare a pamphlet on the various ADR techniques for distribution to lawyers and litigants at time of first response.	IA	IA
N.D. Ind.	IA	IA	IA	IA
S.D. Ind.	IA	The court directs the clerk to include in the Practitioner's Handbook descriptions of these ADR mechanisms: early neutral evaluation, mediation, arbitration, minihearings, and summary jury trials. The court also directs the clerk to prepare and promulgate a brochure for litigants as well as attorneys describing these ADR mechanisms.	IA	IA
N.D. Iowa	IA	IA	IA	IA
S.D. Iowa	IA	IA	IA	IA
D. Kan.	IA	IA	IA	IA
E.D. Ky.	IA	IA	IA	IA
W.D. Ky.	IA	IA	IA	IA
E.D. La.	IA	IA	IA	IA
M.D. La.	Administration is handled by the local bar.	Education is performed by the local bar.	The local bar maintains a list of neutrals.	The local bar trains neutrals.
W.D. La.	IA	IA	IA	IA
D. Me.	IA	IA	IA	IA
D. Md.	CR	CR	IA	IA
D. Mass.	IA	IA	IA	IA

Table 14: Alternative Dispute Resolution Program Administration

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E.D. Mich.	IA	IA	IA	IA
W.D. Mich.	IA	IA	IA	IA
D. Minn.	IA	IA	IA	IA
N.D. Miss.	IA	IA	IA	IA
S.D. Miss.	IA	IA	IA	IA
E.D. Mo.	IA	IA	The court will establish a pool of panel attorneys who will serve as evaluators and mediators.	IA
W.D. Mo.	The program administrator will administer the Early Assessment Program, serve as a mediator at the assessment when requested by the parties, and assist in evaluating the program.	IA	The court will maintain a list of neutrals who meet minimum requirements established by the CJRA Plan.	If the neutral is a former U.S. district judge, appellate judge, bankruptcy judge, or a Missouri circuit or appellate court judge, mediation or arbitration experience is required. Other neutrals must be members of the Missouri Bar for at least 8 consecutive years and will have completed this training: 1. Mediators and evaluators must have completed 16 50-minute hours of continuing legal education training certified under Missouri Supreme Court Rule 17 or by this court, or the reasonable equivalent. 2. Arbitrators must have completed 4 50-minute hours of continuing legal education training certified under Missouri Supreme Court Rule 17 or by this court, or the reasonable equivalent.
D. Mont.	IA	IA	The court will maintain a list of court-approved mediation masters.	IA
D. Neb.	IA	IA	IA	IA
D. Nev.	CR	CR	CR	CR
D.N.H.	IA	IA	The clerk's office will keep a list of approved neutrals.	IA

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D.N.J.	IA  Gen. R. 47 (3/85) Gen. R. 49 (1/93)	The court requests that the Association of the Federal Bar of the District of New Jersey sponsor a seminar on ADR.	IA	IA  Gen. R. 49A.2 (3/93)
D.N.M.	IA	IA	The court will establish a panel of arbitrators, mediators, and facilitators. Until this panel is established, the court will coordinate with the Second Judicial District court to determine the availability of trained neutrals.	Procedures for selection and training of neutrals will be developed in writing by the clerk.
E.D.N.Y.	The court will appoint an ADR administrator effective 3/31/92.	The court will publish and distribute to plaintiff's counsel an ADR pamphlet, with a direction to send it to all counsel. The judicial officer may advise the parties of ADR possibilities at the initial pretrial conference.	The court will maintain panels of neutrals for arbitration, early neutral evaluation, and mediation.  Arb. R. (Revised 1/21/93)	IA
N.D.N.Y.	IA	The CJRA Plan mandates that an ADR subcommittee of the Advisory Group will develop a training program for district judges, magistrate judges, attorneys, and litigants about the ADR options.  General Order 25, § VIII	IA	The ADR subcommittee will develop a process for training and certifying ADR providers.
S.D.N.Y.	IA	IA	The court will establish a panel of attorneys to serve as mediators on a voluntary basis. Qualifications to serve will be established by the court.	IA
W.D.N.Y.	IA	The court will make information available regarding court-annexed and other forms of ADR that litigants may use to effect early disposition of their cases.	IA  Loc. R. 47	IA
E.D.N.C.	The CJRA attorney will implement, administer, and evaluate ADR programs.	IA	The court maintains a list of mediators.	An individual may be certified to serve as a mediator if he or she is: 1. a former state judge who presided in a court of general jurisdiction and is a member of the bar in that stated; 2. a retired judicial officer; 3. certified as a mediator by the

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				Administrative Office; or 4. currently admitted to the bar of the court and has been a member of the North Carolina bar for at least 10 years.
M.D.N.C.	IA	Mediators will be certified by the State of North Carolina.  Loc. R. 603	Loc. R. 32.06(b) (2/94) Yes	Loc. R. 32.06(c) (2/94) Mediators will be trained under the program conducted by the State of North Carolina.
W.D.N.C.	IA	IA	IA	IA
D.N.D.	IA	IA	IA	IA
D. N. Mar. I.	IA	IA	IA	IA
N.D. Ohio	An ADR administrator is appointed by the court with full authority and responsibility to direct the ADR programs.  Loc. R. 7:1.3 (1/1/92)	IA	A Federal Court Panel, consisting of qualified lawyers, to act as arbitrators, evaluators, and mediators, has been appointed by the court.  Loc. R. 7:2.6(a) (1/1/92) Loc. R. 7:3.6 (1/1/92) Loc. R. 7:4.6(a) (1/1/92) Loc. R. 7:5.3(d) (1/1/92)	Each member of the Federal Court Panel has undergone dispute resolution training prescribed by the court.  Loc. R. 7:1.4(b)(2)(A)
S.D. Ohio	IA	IA	IA	IA
E.D. Okla.	IA	IA	IA	IA
N.D. Okla.	If funding is available, the court will convert the temporary CRJA position to a permanent position in order to run the ADR program.	The ADR Advisory Committee will develop an ADR brochure.	The court will maintain a roster of neutrals through the Adjunct Settlement Judge Program.	The ADR Advisory Committee will develop training criteria for ADR providers. The supervising magistrate judge will oversee training in the Adjunct Settlement Judge Program.
W.D. Okla.	IA	IA	The court maintains a roster of arbitrators specifically invited to apply and then approved by the court. The court also maintains a roster of mediators approved by the mediator selection panel.  Loc. R. 43 Loc. R. 46	The court does not require specific training for arbitrators but does require that mediators have specific training through approved training services or courses.
D. Or.	IA	IA	IA	IA

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E.D. Pa.	IA	IA	IA Loc. R. 15(4)(b)	IA
M.D. Pa.	IA	IA	IA  Loc. R. 1011.2(E) (Revised 1/94)	A formal training program for mediators could be developed with a local law school and/or the Pennsylvania State Bar. A continuing legal education program would also be desirable for mediators.
W.D. Pa.	IA	IA	The clerk will maintain a roster of neutrals.	IA
D.P.R.	The court will have an ADR administrator.	IA	The court and the ADR administrator will maintain a list of evaluators. Evaluators must be admitted to practice before the U.S. District Court for the District of Puerto Rico.	IA
D.R.I.	The court has an ADR administrator	At the time of filing, all parties are given a pamphlet of information on ADR and the options available in this court.	The ADR administrator maintains lists of neutral intervenors for early neutral evaluation, mediation, and arbitration.	IA
D.S.C.	IA	Materials will be prepared and distributed if funds are available.	IA	IA
D.S.D.	CR	No	The court has established a list of ADR services in the region, and it is available from the clerk's office.	The court will provide magistrate judges with the opportunity to attend appropriate in-service conferences, especially regarding settlement of civil actions.
E.D. Tenn.	IA	IA	IA	IA
M.D. Tenn.	IA	IA	District and magistrate judges Loc. R. 20(d)(1) (3/94)	IA
W.D. Tenn.	IA	IA	The court will maintain a panel of neutral attorneys.	A specific plan will be developed for the formation of the panel of neutral attorneys.
E.D. Tex.	IA	IA	IA	IA



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N.D. Tex.	IA	The court will publish a pamphlet describing the various ADR methods, their use by the court, and their potential advantages. The pamphlet will be provided by the clerk's office to all litigants and pro se parties.	IA	IA
S.D. Tex.	The court will request resources for two ADR clerks, serving district-wide, who will maintain the ADR provider list; prepare, distribute, and evaluate ADR questionnaires; and perform other clerical functions anticipated by the ADR rule included in the CJRA Plan.	IA	The court will appoint a panel to annually prepare a list of qualified ADR providers.  Loc. R. 20.E (1/92; Revised 2/94)	To be eligible, a provider must be a member of the federal bar in this district, have been licensed to practice law for at least 10 years, and complete 40 hours of training in ADR techniques in a course approved by the Texas State Bar.  Loc. R. 20.E1 (1/92; Revised 2/94)
W.D. Tex.	IA	IA	The court will appoint a 3-member standing panel on ADR neutrals. The panel will review applications from providers and annually prepare a roster of qualified neutrals. The list will be maintained separately from the list of arbitrators.  Loc. R. CV-88 (1/94)	Neutrals must have completed at least 40 hours of dispute resolution in an ADR course approved by the Texas State Bar.  Loc. R. CV-88 (1/94)
D. Utah	IA	IA	IA	IA
D. Vt.	A member of the court staff will be appointed Early Neutral Evaluation Administrator.	IA	The ADR subcommittee of the Civil Justice Reform Act Advisory Committee will assist with the selection of neutral evaluators.	IA
D.V.I.	IA	IA	The court will maintain a list of certified mediators.	To be certified, mediators must: 1. complete 20 hours of training in a court-approved program; 2. observe at least 4 mediation conferences; 3. conduct 4 conferences under the supervision of a court-certified mediator; and 4. either be a member in good standing of the Virgin Islands bar with 5 years of Virgin Islands practice, be a retired judge and member of the bar in the state where he or she presided, or hold a master's degree and be a member in good

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				standing of his or her professional field with at least 5 years of practice in the Virgin Islands.
E.D. Va.	IA	IA	IA	IA
W.D. Va.	IA	IA	IA	IA
E.D. Wash.	The court will commit sufficient resources for the coordination and administration of the available ADR options.	IA	IA	IA
W.D. Wash.	CJRA funding has enabled the court to designate a deputy clerk as the ADR coordinator and to use a computer employee to assist in automated case management. The court requests that these 2 temporary positions be made permanent.	IA	IA	IA
N.D. W. Va.	IA	IA	IA	IA
S.D. W. Va.	IA	IA	Mediators will be selected from the experienced litigators of the bar in this district. Volunteers will be invited to participate by way of a letter issued by the chief judge and an invitation published in West Virginia Lawyer.	Mediators will be trained in ADR methods with a focus on mediation. An effort will be made to obtain continuing legal education credits for this training.
	Loc. R. 5.01	Loc. R. 5.01	Loc. R. 5.01	Loc. R. 5.01
E.D. Wis.	IA	IA	IA	IA
W.D. Wis.	IA	The clerk's office will prepare and distribute information concerning the availability of ADR in this district.	Magistrate judges act as mediators and outside volunteers act as neutral evaluators.	IA
D. Wyo.	IA	IA	IA	IA